# Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport		
Local Government Type City Township Village Ot	Local Government Name		County
Audit Date Opinion Date	Date Accountant	Report Submitted to State:	
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo
We affirm that:			
We have complied with the Bulletin for to	ne Audits of Local Units of Govern	ment in Michigan as revised	
We are certified public accountants regis	stered to practice in Michigan.		
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of
You must check the applicable box for each i	tem below.		
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).
We have enclosed the following:		Enclosed	To Be Not Forwarded Required
The letter of comments and recommendation	ns.		
Reports on individual federal financial assist	ance programs (program audits).		
Single Audit Reports (ASLGU).			
Certified Public Accountant (Firm Name)			
Street Address	City	St	ate ZIP Code
Accountant Signature Signature Signature	P. c .	Da	ate

# Village of Shoreham Berrien County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

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Certified Public Accountants & Advisors

#### INDEPENDENT AUDITORS' REPORT

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Telephone 269-381-4970 800-876-0979 Fax 269-349-1344

Village Council Village of Shoreham St. Joseph, Michigan

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Village of Shoreham, Michigan, as of March 31, 2006, and for the year then ended, which collectively comprise the Village's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Village of Shoreham, Michigan's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Village of Shoreham, Michigan, as of March 31, 2006, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

The budgetary comparison information on pages 15 through 18, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it. The Village has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Sigfried Crondoll P.C.

May 3, 2006

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#### **BASIC FINANCIAL STATEMENTS**

# Village of Shoreham STATEMENT OF NET ASSETS

March 31, 2006

	Governmental activities
ASSETS	
Current assets:	
Cash	\$ 65,556
Investments - U.S. treasury bills	963,833
Receivables, net	33,209
Total current assets	1,062,598
Noncurrent assets:	
Capital assets, net of accumulated depreciation	58,592
Total assets	1,121,190
LIABILITIES	
Payables	3,175
NET ASSETS	
Invested in capital assets	58,592
Unrestricted	1,059,423
Total net assets	<b>\$</b> 1,118,015

		Exp	oenses_	<u>rev</u> Op gra	ogram <u>/enues</u> erating nts and ributions	reve cha	expenses) nues and anges in t assets
Functions/Programs							
Governmental activities:						_	
Legislative		\$	3,300	\$	-	\$	(3,300)
General government			38,148		-		(38,148)
Public safety			11,015		-		(11,015)
Public works			28,292		43,569		15,277
Recreation and culture			10,576		-		(10,576)
Total governmental activitie	es	\$	91,331	<u>\$</u>	43,569		(47,762)
	General revenu	es:					
	Taxes						43,479
	State grants						58,800
•	Investment in	come	9				36,240
	Other						7,220
	Total ger	neral	revenues				145,739
	Change in net a	ssets	5				97,977
	Net assets - be	ginnir	ng				1,020,038
	Net assets - end	ding				<u>\$</u>	1,118,01 <u>5</u>

## Village of Shoreham BALANCE SHEET - governmental funds

March 31, 2006

		General		Major Street		Local Street	go	Total vernmental funds
ASSETS								
Cash Investments - U.S. treasury bills Receivables:	\$	28,264 332,706	\$	17,343 469,749	\$	19,949 161,378	\$	65,556 963,833
Taxes		1,481		-		· <del>-</del>		1,481
Accrued interest		5,064		6,544		2,324		13,932
Due from other governmental units	_	9,799		5,441		2,556		17,796
Total assets	<u>\$</u>	377,314	\$	499,077	<u>\$</u>	186,207	<u>\$</u>	1,062,598
LIABILITIES AND FUND BALANCE	ΞS							
Accounts payable	\$	1,205	\$	660	\$	1,310	\$	3,175
Fund balances: Unreserved, undesignated		376,109		498,417		184,897		1,059,423
Total liabilities and fund balances	<u>\$</u>	377,314	<u>\$</u>	499,077	<u>\$</u>	186,207	<u>\$</u>	1,062,598
Total fund balances - governmental	fund	<b>s</b>						1,059,423
Amounts reported for governmental are different because:	activ	vities in the	state	ment of net	asse	ets (page 4)		
Capital assets used in governmental therefore, are not reported in the fun		<i>ivities</i> are n	ot fin	ancial resou	urces	and,	_	58,592
Net assets of governmental activities	S			·			<u>\$</u>	1,118,015

#### Village of Shoreham STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

·	General	Major Street	Local Street	Total governmental funds
REVENUES	0 10 17	• •	•	ф 40.4 <b>7</b> 0
Taxes	\$ 43,47		\$ - 13,897	\$ 43,479 102,369
State grants	58,80		6,045	36,240
Interest Other	12,73 8,32		6,045	8,320
Other				<u> </u>
Total revenues	123,33	<u>6</u> <u>47,130</u>	19,942	190,408
EXPENDITURES				
Legislative	3,30	0 -	-	3,300
General government	36,70	2 -	-	36,702
Public safety	11,01	5	-	11,015
Public works	10,01		7,051	29,392
Recreation and culture	7,13	<u> </u>		7,133
Total expenditures	68,16	9 12,322	7,051	87,542
EXCESS OF REVENUES OVER EXPENDITURES	55,16	7 34,808	12,891	102,866
OTHER FINANCING SOURCES (USES)				•
Operating transfer in	-	-	7,425	7,425
Operating transfer out		(7,425)		(7,425)
Total other financing				
sources (uses)		(7,425)	7,425	
NET CHANGE IN FUND BALANCES	55,16	7 27,383	20,316	102,866
FUND BALANCES - BEGINNING	320,94	2 471,034	164,581	956,557
FUND BALANCES - ENDING	\$ 376,10	9 \$ 498,417	\$ 184,897	\$ 1,059,423

# Village of Shoreham STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds (Continued)

Net change in fund balances - total governmental funds (from page 7)	\$	102,866
	·	·
Amounts reported in the statement of activities (page 5) are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets are allocated over their estimated useful lives		
as depreciation expense. This is the amount of depreciation in the current period.		(4,889)
Change in net assets	\$	97,977

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Village of Shoreham, Michigan (the Village), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

#### a) Reporting entity:

The accompanying financial statements present only the Village. There are no component units, entities for which the Village is considered to be financially accountable.

#### b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Village. The effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The major individual governmental funds are reported as a separate column in the fund financial statements.

#### c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Village generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued):

The Village reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Village, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Major Street Fund accounts for the use of motor fuel taxes, which are earmarked by state statute for major street repairs and improvements.

The Local Street Fund accounts for the use of motor fuel taxes, which are earmarked by the state for local street repairs and improvements.

Amounts reported as program revenues include operating grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity:
  - i) Bank deposits Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
  - ii) Receivables In general, outstanding balances between funds are reported as "due to/from other funds." No allowance for uncollectible accounts has been recorded as the Village considers all receivables to be fully collectible.
  - iii) Capital assets Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Village as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Village has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements 15 - 60 years
Equipment 3 - 5 years
Vehicles 3 - 5 years
Roads 30 years

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- d) Assets, liabilities, and net assets or equity (continued):
  - iv) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
  - v) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Village. Property tax revenue is recognized in the year for which taxes have been levied and become available. The Village levy date is December 1, and, accordingly, the total levy is recognized as revenue in the current year.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year. The Village had no budget variations requiring disclosure.

#### NOTE 3 - CASH AND INVESTMENTS:

The Village's total cash and investments are reported as follows:

	G	overnmental activities
Deposits Investments	\$	65,556 963,833
	<u>\$</u>	1,029,389

Deposits are carried at cost and are maintained at various financial institutions in the name of the Village. State statutes and the Village's investment policy authorize the Village to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations. The Village's deposits are in accordance with statutory authority. At March 31, 2006, the Village has deposits with book and bank balances of \$65,556. The entire bank balance is covered by federal depository insurance.

#### NOTE 3 - CASH AND INVESTMENTS (Continued):

#### Investments:

State statutes authorize the Village to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper, with three (3) highest rate classifications by at least two (2) rating services, maturing not later than 270 days; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds; and f) investment pools organized under the local government investment pool act. Not more than 50% of any fund may be invested in commercial paper.

Investments at March 31, 2006, consist of the following:

U.S. government securities

\$ 963,833

The Village's investments are uninsured and unregistered, and are held by the trust department of a financial institution in the Village's name. Investments are carried at cost which approximates fair market value.

#### NOTE 4 - RECEIVABLES:

Receivables as of year end for the Village's individual governmental funds, in the aggregate, are as follows:

Fund	Inter- govemmental		Property taxes		Totals
General	\$ 14,863	\$	1,481	\$	16,344
Major street	11,985		-		11,985
Local street	 4,880		-		4,880
	\$ 31,728	\$	1,481	\$	33,209

All receivables are considered fully collectible, and are due within one year.

#### NOTE 5 - CAPITAL ASSETS:

Capital asset activity for the year ended March 31, 2006, was as follows:

	Beginning balance	Increases	Decreases	Ending balance
Governmental activities: Capital assets not being depreciated -	Ф 20.000	¢	\$ -	¢ 20,000
Land	\$ 20,000	\$ -	<del>р -</del>	\$ 20,000
Capital assets being depreciated:				
Buildings	43,124	-	-	43,124
Equipment	74,272		-	74,272
Subtotal	117,396		, m	117,396
Less accumulated depreciation for:				
Buildings	11,538	798	-	12,336
Equipment	62,377	4,091		66,468
Subtotal	73,915	4,889	·	78,804
Total capital assets, net	43,481	(4,889)		38,592
Governmental activities capital assets, net	\$ 63,481	\$ (4,889)	\$ -	\$ 58,592

Depreciation expense was charged to functions of the Village as follows:

Governmental activities:	
General government	\$ 1,446
Recreation and culture	 3,443
Total governmental activities	\$ 4,889

#### NOTE 6 - JOINT VENTURE:

Village of Shoreham and St. Joseph Township Fire Authority:

The Village is a member of the Village of Shoreham and St. Joseph Township Fire Authority, which is a joint venture of the Village of Shoreham and the Township of St. Joseph. The administrative board of the Authority consists of members appointed by each participating unit and a member at-large. The Authority was formed to jointly provide fire protection services within the combined service area, which encompasses the participating municipalities. The Village has no equity interest in the Authority; therefore, financial information of the Authority has not been included in the Village's general purpose financial statements.

Costs of operations and capital asset acquisitions of the Authority are supported by contributions from the Village, which contributes a proportionate share of the proposed budget, based on the assessed property values within the Village. During the year ended March 31, 2006, the Village contributed \$10,154 as its proportionate share of the Authority's budgeted costs. Complete audited financial statements for the Authority can be obtained from the Treasurer of the Township of St. Joseph.

#### NOTE 7 - RELATED PARTY TRANSACTIONS:

The Village has a maintenance contract for the Village park and hall from Vernon Shoff, the husband of the Village's Treasurer. The amount paid for the year ended March 31, 2006, was \$7,133.

#### NOTE 8 - RISK MANAGEMENT:

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Village has joined together with other local governmental units in the state to form the Michigan Municipal League Insurance Pool (MML), a public entity risk pool currently operating as a common risk management and insurance program for local governmental units within the state. The Village pays an annual premium to MML for all of its separate types of insurance coverage. MML is self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of \$5,000,000 for each insured event.

#### REQUIRED SUPPLEMENTARY INFORMATION

### Village of Shoreham BUDGETARY COMPARISON SCHEDULE - General Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES				<u></u>
Taxes				
Current property taxes	\$ 42,000	\$ 38,000	\$ 43,048	\$ 5,048
Tax collection fees	<u>450</u>	<u>375</u>	<u>431</u>	56
Total taxes	42,450	<u>38,375</u>	43,479	<u>5,104</u>
State grants	58,000	60,000	58,800	(1,200)
Interest	4,500	3,000	12,737	9,737
Other	1,600	1,400	8,320	6,920
Total revenues	106,550	102,775	123,336	20,561
EXPENDITURES				
Legislative - Village Council	4,200	3,950	3,300	<u>650</u>
General government:				
Salaries:				
President	1,200	1,200	1,200	-
Clerk	3,225	3,225	3,225	-
Treasurer	3,900	3,700	3,657	43
Assessor	1,200	250	250	-
Election	-	-	200	(200)
Board of appeals	200	200	200	-
Park board chairperson	200	200	-	200
Payroll taxes		2,000	943	1,057
Office supplies	2,000	2,000	1,328	672
Office equipment rental	500	500	500	-
Election supplies	-	500	-	500
Legal and auditing	14,500	15,000	11,160	3,840
Trash removal	1,500	2,000	1,072	928
Tax roll preparation	480	475	450	25
Community promotions	1,500	1,000	339	661
Printing and publications	10,000	7,000	978	6,022
Insurance and bonds	6,000	6,000 4,375	5,928	72
Utilities - Village hall	1,400 4,500	1,375 5,500	1,035	340
Building and grounds maintenance Administration fee	4,500 500	5,500 500	3,116	2,384 500
Miscellaneous		10,550	- 480	10,070
Association dues	4,050 750	750	641	10,070
Association dues				109
Total general government	57,605	63,925	36,702	27,223

# Village of Shoreham BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
EXPENDITURES (Continued)	······································			
Public safety:				
Police	1,300	1,300	1,300	-
Fire	<u>13,500</u>	<u>13,500</u>	9,715	<u>3,785</u>
Total public safety	14,800	14,800	11,015	3,785
Public works: Street lighting	12,000	12,000	10,019	1,981
Recreation and culture: Park maintenance	12,000	<u>43,000</u>	7,133	35,867
Total expenditures	100,605	137,675	68,169	69,506
NET CHANGE IN FUND BALANCES	5,945	(34,900)	55,167	90,067
FUND BALANCES - BEGINNING	320,942	320,942	320,942	
FUND BALANCES - ENDING	\$ 326,887	\$ 286,042	\$ 376,109	\$ 90,067

#### Village of Shoreham BUDGETARY COMPARISON SCHEDULE - Major Street Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES				
State grant	\$ 31,000	\$ 30,000	\$ 29,672	\$ (328)
Interest	5,000	5,000	17,458	12,458
Other	100			
Total revenues	36,100	35,000	47,130	12,130
EXPENDITURES				
Public works:				
Administration	1,600	2,250	1,161	1,089
Routine maintenance	9,000	10,600	10,430	170
Winter maintenance	4,000	2,000	731	1,269
Total expenditures	14,600	14,850	12,322	2,528
EXCESS OF REVENUES OVER EXPENDITURES	21,500	20,150	34,808	14,658
OTHER FINANCING USES Operating transfer out-				
Local Street Fund	(8,000)	(7,750)	(7,425)	325
NET CHANGE IN FUND BALANCES	13,500	12,400	27,383	14,983
FUND BALANCES - BEGINNING	471,034	471,034	471,034	
FUND BALANCES - ENDING	<u>\$ 484,534</u>	\$ 483,434	\$ 498,417	\$ 14,983

# Village of Shoreham BUDGETARY COMPARISON SCHEDULE - Local Street Fund

DEVENUE	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES State grant Interest	\$ 15,000 1,500	\$ 14,000 1,500	\$ 13,897 6,045	\$ (103) 4,545
Total revenues	16,500	15,500	19,942	4,442
EXPENDITURES Public works:				
Administration	1,146	1,800	704	1,096
Routine maintenance	11,800	11,300	2,779	8,521
Winter maintenance	10,000	10,000	3,568	6,432
Total expenditures	22,946	23,100	7,051	16,049
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(6,446)	(7,600)	12,891	20,491
OTHER FINANCING SOURCES				
Operating transfer in- Major Street Fund	7,600	7,600	7,425	(175)
NET CHANGE IN FUND BALANCES	1,154	-	20,316	20,316
FUND BALANCES - BEGINNING	164,581	164,581	164,581	-
FUND BALANCES - ENDING	\$ 165,735	\$ 164,581	\$ 184,897	\$ 20,316